

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Creditor Filers

TRANSFER OF CLAIM

Transfers of Claim may be filed in bankruptcy cases. The following instructions will help guide you through the process of:

- **Filing a Transfer of Claim Using CM/ECF**
- **Paying the \$25.00 filing fee (per transfer) using our internet payment program, pay.gov**

STEP 1 Click on the “Bankruptcy” option off the Blue Main Menu Bar. Select Creditor Filings. (see figure 1)



Figure1

STEP 2 Click on Transfer of Claims, Rule 3002.1 Claim Supplement Filings and Reaffirmations option. (see figure 2)



Figure 2

U. S. Bankruptcy Court, Western District of Texas
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STEP 3 Enter Case Number

STEP 4 Select “Transfer of Claim (creditor)” under Available Events. Click Next (see figure 3)

File a Single Case Creditor document

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Start typing to find another event. Hold down Ctrl to add additional events.

Available Events (click to select events)

- Notice of Mortgage Payment Change
- Notice of Payment Change (No Proof of Claim Filed)
- Notice of Postpetition Mortgage Fees, Expenses, and Charges
- Reaffirmation Agreement NOT Signed by Debtor's Attorney
- Reaffirmation Agreement Signed by Debtor's Attorney
- Response to Notice of Final Cure Payment Rule 3002.1
- Transfer of Claim (creditor) - 25.00 Filing Fee 5/1/13**

Next | **Clear**



Figure 3

STEP 5 Browse to upload your PDF document. Make sure your document complies with Redaction Responsibility of Federal Rules of Bankruptcy Procedure 9037. Click Next (see figure 4)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Select one or more attachments.

Filename **Browse...**

Attachments to Document: No Yes

Next | **Clear**



Figure 4

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STEP 6 Select “With Waiver” or “Without Waiver.” Click Next. (see figure 5)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Select the Appropriate Radio Button Below:

With Waiver
 Without Waiver

Next **Clear**

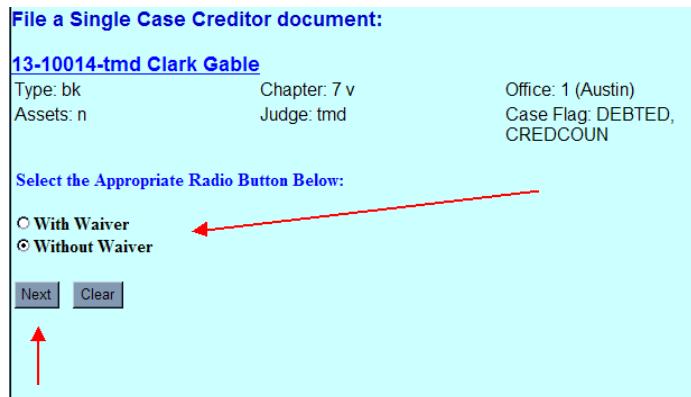


Figure 5

STEP 7 Select Transfer Type. You may specifically search the name of the transferee, or just click “Search Creditors” to see all creditor options in this case. If the Transferee is not found, click “Add New Creditor” and add the new creditor’s name and address in accordance with the Style Guide. Once the transferee has been selected/added, click “Search Creditors” in order to find the transferor. Select from the list. You should note that if a Proof of Claim has been filed by the transferor, the claim number will appear and be inserted into the Claim Number box. Click Next. (see figure 6)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee Search Creditors Add New Creditor

Transferee selected Military Credit Union

Search for transferor Search Creditors

Transferor selected CenturyLink Wholesale

Claim number 5

Search for transferor Search Creditors

Transferor selected

Claim number

Search for transferor Search Creditors

Transferor selected

Claim number

Transfer More Claims

Next **Clear**

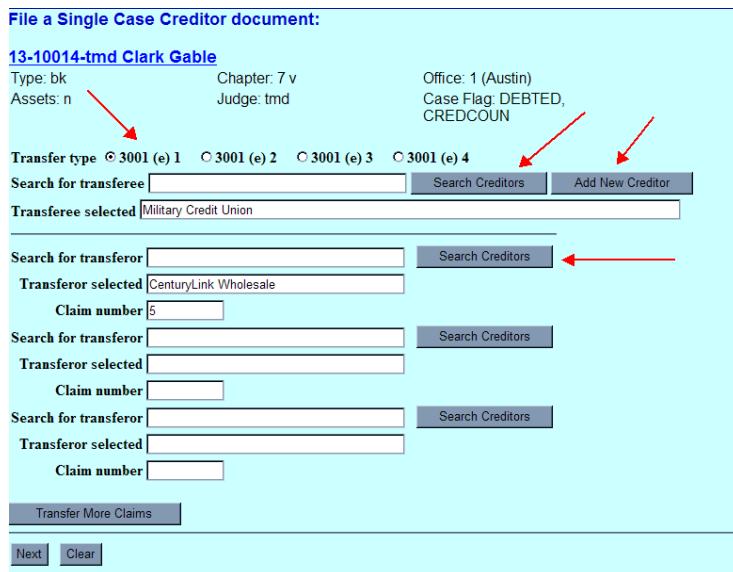


Figure 6

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STEP 8 A Notice of Fee Screen appears. You will not pay on this screen. The system is just informing you that this document has a filing fee. Click Next. (see figure 7)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

-- **FILERS -- AFTER YOU ACCEPT YOUR FINAL DOCKET TEXT, AN INTERNET CREDIT CARD PAYMENT SCREEN DISPLAYS.**
YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET.

For instructions on how to make Internet Credit Card payments, click on the yellow question mark above.

Fee: \$25

Next **Clear**



Figure 7

STEP 9 The yellow Docket Text: Final Text box appears. You should review this text as this is your docket sheet entry. It needs to read accurately. When finding errors in the text, you will need to hit the BACK button to make corrections. When text is correct, Click Next (see figure 8)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Docket Text: Final Text

Transfer of Claim (Without Waiver) Transfer Agreement 3001 (e) 1 Transferor: CenturyLink Wholesale (Claim No. 5) To Military Credit Union (Filing Fee \$25) (Franklin, John)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

Next **Clear**



Figure 8

U. S. Bankruptcy Court, Western District of Texas
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STEP 10 The Summary of Current Charges Screen appears “over” your Notice of Electronic Filing Screen. To review the Notice of Electronic Filing Screen, you will need to click “Continue Filing” on the payment screen box. All payments are due by midnight of the date incurred. You can hit “pay now” or “Continue Filing” but payment must be received no later than midnight of the date incurred. Click Continue Filing. (see figure 9)

WARNING: Fees that remain unpaid will cause your CM/ECF account to be locked and further filing access will be denied until payment is made.

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEFRTED

Summary of current charges

Date Incurred	Description	Amount
2013-04-18 16:26:17	Transfer of Claim (creditor)(13-10014-tmd) [crbatch,trclmcr] (25.00)	\$ 25.00

Total: \$ 25.00

A red arrow points from the text "All payments are due by midnight of the date incurred." to the "Continue Filing" button.

Pay Now **Continue Filing**

Notice of Electronic Filing

The following transaction was received from:

Case Name: Clark Gable
Case Number: [13-10014-tmd](#)
Document Number: [21](#)

Docket Text:
Transfer of Claim (Without Waiver) Trans:

The following document(s) are associated:

Document description: Main Document
Original filename: blank document.pdf
Electronic document Stamp:
[STAMP_bkeefStamp_ID=988230274 [Da
[23d38bfd3a26ead04352c8c63497f7530bd
f8ed41c77dbfa408f4689f50165dbb9143b3

13-10014-tmd Notice will be electronically mailed to:

Randolph N. Osherow
david_h_williams@txwb.uscourts.gov

Loretta A. Sugarplum on behalf of Creditor Horizon Bank SSB
tina_warren@txwb.uscourts.gov

Figure 9

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STEP 11 Review the Notice of Electronic Filing. This verifies that the document has been filed and given a document number. You may print this screen or save electronically for your records. (see figure 10)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

U.S. Bankruptcy Court
Western District of Texas

Notice of Electronic Filing

The following transaction was received from Franklin, John entered on 4/18/2013 at 4:26 PM CDT and filed on 4/18/2013

Case Name: Clark Gable
Case Number: **13-10014-tmd**
Document Number: **21** ←

Docket Text:
Transfer of Claim (Without Waiver) Transferor: Grabberbanc, NA (Claim No. 4) To Military Credit Union (Filing Fee \$25) (Franklin, John)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:blank document.pdf
Electronic document Stamp:
STAMP_bkecStamp_ID=988230274 [Date=4/18/2013] [FileNumber=197747-0]
23d38bfd3a26ead04352c8c63497f7530bd6e4d05df3e7635146a0021e6595456e6f
8ed41c77dbfa408f4689f50165dbb9143b3d16788cd597731bdd26267c]

13-10014-tmd Notice will be electronically mailed to:

Randolph N. Osherow
lavid_h_williams@txwb.uscourts.gov

Loretta A. Sugarplum on behalf of Creditor Horizon Bank SSB
ina_warren@txwb.uscourts.gov

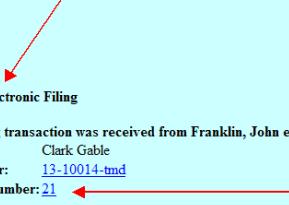


Figure 10

STEP 12 Once reviewed, the filing fee needs to be paid if you have not already. Click the Utilities option off the Blue Main Menu Bar. Select “Internet Payments Due” in order to pay your filing fee of \$25.00. (see figure 11)

Utilities

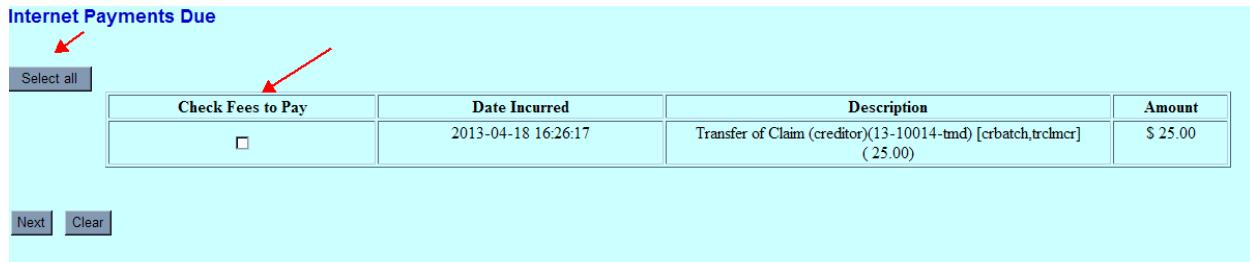
Your Account	Miscellaneous
Change Your Password	Court Information
Change Your Client Code	Mailings...
Change Your PACER Account	
Internet Payment History	
Internet Payments Due ←	
Maintain Your ECF Account	
Review Billing History	
Clear Default PACER Login	
View PACER Account Information	
View Your Transaction Log	

Figure 11

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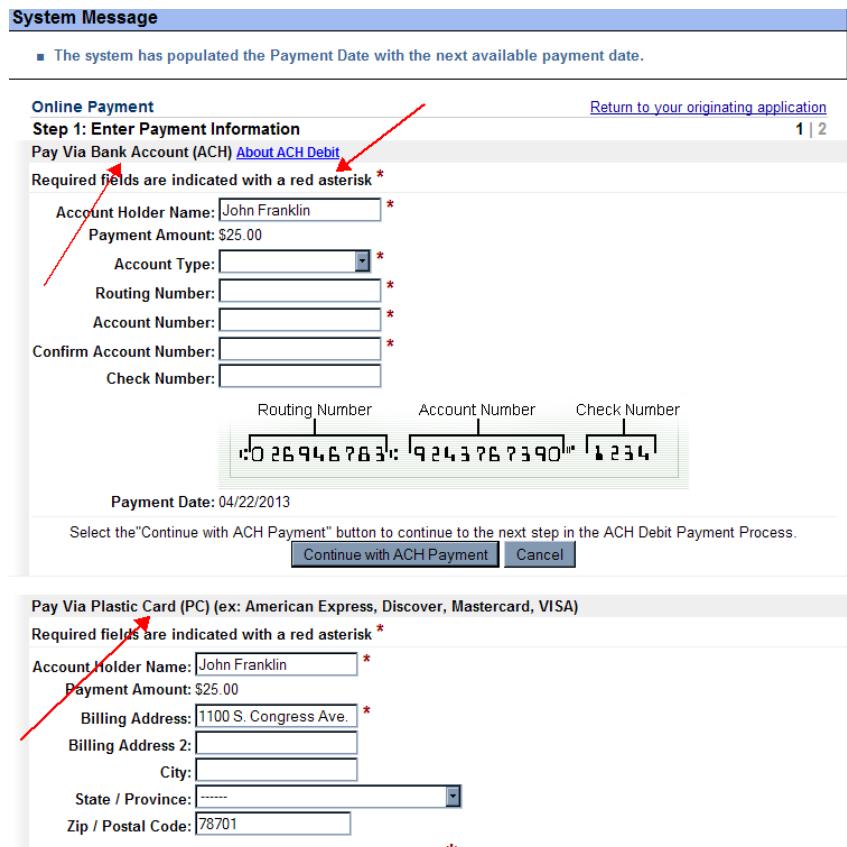
STEP 13 Choose “Select All” or “Check Fees to Pay.” (see figure 12)



The screenshot shows a table titled "Check Fees to Pay" with one row. The columns are "Check Fees to Pay", "Date Incurred", "Description", and "Amount". The "Check Fees to Pay" column has a checkbox which is unchecked. The "Date Incurred" column shows "2013-04-18 16:26:17". The "Description" column shows "Transfer of Claim (creditor)(13-10014-tmd) [crbatch,trclmcr] (25.00)". The "Amount" column shows "\$ 25.00". Below the table are "Next" and "Clear" buttons.

Figure 12

STEP 14 There is a 2 step payment screen process. The first screen allows you to choose to either use a Debit Card, Check Routing Number or a Credit Card. Enter the data (after you've chosen payment choice) and complete all fields with red asterisks. Click "Continue with ACH Payment" or "Continue with Plastic Card Payment." (see figure 13)



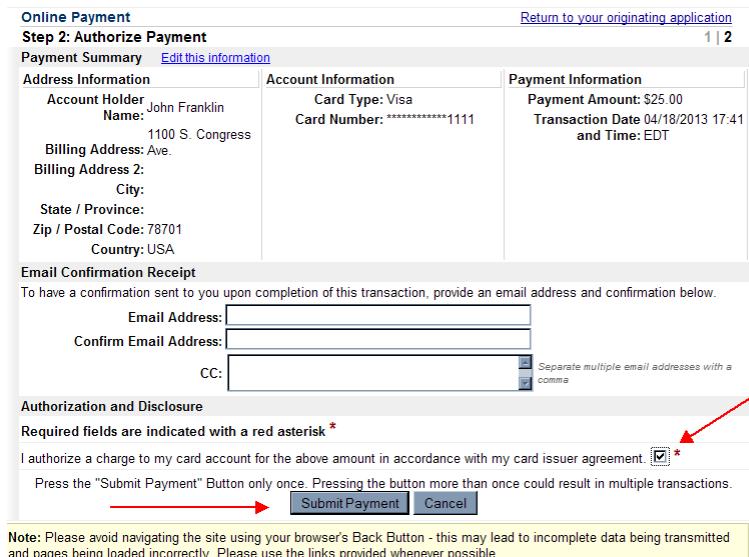
The screenshot shows two tabs: "Step 1: Enter Payment Information" and "Step 2: Enter Payment Details". The "Step 1" tab is active. It includes fields for "Account Holder Name" (John Franklin), "Payment Amount" (\$25.00), "Account Type", "Routing Number", "Account Number", "Confirm Account Number", and "Check Number". Below these are "Routing Number" (1026946783), "Account Number" (9243767390), and "Check Number" (1234). The "Payment Date" is set to 04/22/2013. A note says "Select the 'Continue with ACH Payment' button to continue to the next step in the ACH Debit Payment Process." Below this are "Continue with ACH Payment" and "Cancel" buttons. The "Step 2" tab shows fields for "Billing Address", "City", "State / Province", and "Zip / Postal Code". Red arrows point to the "About ACH Debit" link, the required fields (marked with asterisks), and the "Pay Via Plastic Card (PC)" link.

Figure 13

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STEP 15 Step 2 of payment process is “Authorize Payment.” Click the (red asterisk) box that you authorize a charge to your card, etc. and then click “Submit Payment.” (see figure 14)



The screenshot shows the 'Online Payment' interface, specifically 'Step 2: Authorize Payment'. It includes sections for 'Address Information', 'Account Information' (showing Visa card type and number), and 'Payment Information' (amount \$25.00, date 04/18/2013 17:41, time EDT). Below these are fields for 'Email Confirmation Receipt' (Email Address, Confirm Email Address, CC). A red arrow points to the 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' checkbox, which has a red asterisk (*) next to it. At the bottom are 'Submit Payment' and 'Cancel' buttons, with a note: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' A yellow note at the bottom states: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

Figure 14

STEP 16 If all your payment information is correct and your form of payment is accepted, you will receive the payment transaction completed screen. There is a link to “print a copy,” if you so desire. Your transaction is complete. (see figure 15)

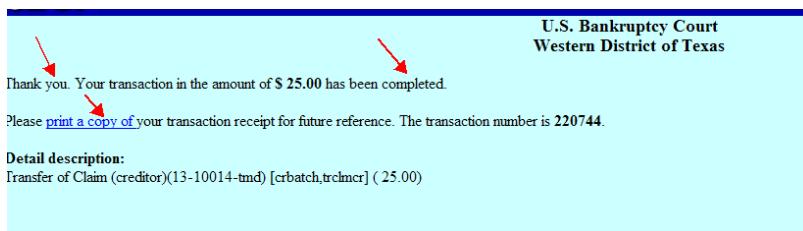


Figure 15

Contact the Court immediately if you experience problems making an online payment. You may call the divisional office number or click on the online Live Support Chat Button on your screen.

